



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

May 19, 2011

To: Audit Committee

From: William T Fujioka  
Chief Executive Officer

A handwritten signature in black ink, appearing to be "WTF", followed by a stylized flourish.

## REVIEW OF BOARD POLICY NO. 7.040

As requested, our office has reviewed Board of Supervisors Policy No. 7.040, Requirements for Departmental Legislative Analysis, which is scheduled to sunset on August 21, 2011. We recommend no revision to the policy, other than to extend the sunset review date to August 21, 2015.

Should you have any questions, you may contact Manuel Rivas, Jr. at (213) 974-1464 or [mrivas@ceo.lacounty.gov](mailto:mrivas@ceo.lacounty.gov).

WTF:RA  
MR:GA:er

Attachment

ATS 2011/ATS C100115\_051911

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# Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
7.040	Requirements for Departmental Legislative Analysis	07/06/93

## PURPOSE

Establishes uniform requirements for analyses of pending legislation where certain criteria must be reviewed.

## REFERENCE

July 6, 1993, Board Order, Synopsis 45

Legislative Program Overview" by the Intergovernmental Relations (IGR) Branch of the Chief Administrative Office (2003)

August 8, 2007 "Legislative Program Overview" by the Office of Intergovernmental and External Affairs of the Chief Executive Office

## POLICY

The procedures for establishing Board policy on legislation are contained in the Board Policy Manual, Policy # 7.030, in the Chief Executive Officer (CEO) Memo dated 8/8/07 titled "Procedures for Development and Representation of County's Legislative Policy and Positions and Advocacy of County Interests".

Prior to advocacy by the County's Legislative advocates and other County representatives, positions must be consistent with policy and positions of the Board of Supervisors. Each bill included in a Board Motion, CEO Board Letter, or Board Letter submitted by a Commission or Advisory Body must have a legislative analysis prepared by the affected department and reviewed by the Chief Executive Office.

On issues where there is existing County policy, as adopted in either the State or Federal Agenda or a specific existing position on an issue, the Board will be notified through a State or Federal Legislative Update memo of the County's position on legislation. If a Board office has reservations about a pursuit of position included in a State or Federal Legislative Update memo, the bill will be included in a Board letter for Board consideration.

The "Legislative Program Overview" Manual developed and updated by the CEO's Office of Intergovernmental and External Affairs instructs Departments on how to prepare legislative analyses. The reviewing department is to provide the following information in the analysis of each bill: 1) existing law; 2) intent of the bill; 3) changes in existing law; 4) identification of any new mandate; and 5) the fiscal and programmatic impact on the department's operations and service recipients.

The department should use the CEO's "Bill Analysis Format" and indicate the position which would most benefit the County based on the department's impact analysis and include requested amendments (if applicable). The possible positions are: 1) Support; 2) Support and Amend; 3) Support if Amended; 4) Oppose; 5) Oppose Unless Amended; or 6) No Position.

#### **RESPONSIBLE DEPARTMENT**

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Chief Executive Office

#### **DATE ISSUED/SUNSET DATE**

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**Issue Date: July 6, 1993**

**Review Date: August 21, 2003**

**Review Date: August 8, 2007**

**Sunset Date: July 6, 2003**

**Sunset Date: August 21, 2007**

**Sunset Date: August 21, 2011**